



PATIENTS INFORMATION BOOKLET

Welcome

This booklet has been compiled to provide you with information about Shannon Clinic. We hope that the information contained within the booklet will help you to understand the purpose and workings of Shannon Clinic and to reduce any anxieties you and your family may have about your admission.

Where are you?

Shannon Clinic is a medium secure unit in Northern Ireland. It is designed to provide a safe and secure environment for people who are suffering from mental illness and who require intensive treatment and care.

We wish to reassure our patients and their relatives that all Shannon Clinic staff will be striving to help them towards a speedy recovery to full health. Our ultimate aim is to see each individual resettled into the community as soon as they are well and able. Patients are encouraged to become involved in all stages of their care.

The Clinic has 34 beds located within 3 wards

12 Bed Admission/Assessment Ward

12 Bed Continuing Care Ward/Female Dedicated Area

10 Bed Rehabilitation/Predischarge Ward



Why are you here?

Most people staying in this Unit have a psychiatric illness, some people have also come into contact with the Criminal Justice System.

People are here for assessment and/or treatment.

All people are seen as needing a medium secure environment, both for their own safety, as well as the safety of others.

You may have been referred from the Court, Prison, Community or from another psychiatric hospital ward.

How long will you be here?

People may stay in Shannon Clinic for a few weeks, or for several months, or years. You will be assessed in the first few days of your stay by the doctor in charge of your care and his or her clinical team, which will include Nursing Staff, Occupational Therapist, Social Work and Psychology.

Things about Shannon Clinic you might like to know:

Patient Confidentiality

Staff have a contract of employment placing them under an obligation not to disclose information about the patients unless it is deemed necessary in circumstances where there is potential risk to self and/ or others. The law however requires that the Court be provided with a report on Remandees. The Police may also arrange to subpoena staff to give evidence at Court or they may subpoena your files to court. If you have concerns or questions about this please discuss them with your Key Worker.

The Staff

Consultant Forensic Psychiatrist (RMO)

Your care will be provided under the direction of a Consultant Forensic Psychiatrist. This Responsible Medical Officer will make all decisions concerning your detention, treatment and rehabilitation and will be supported in this process by a Multi-Professional Clinical Team. Your RMO has legal responsibility for your treatment and care at all times whilst you are in hospital. Your Named Nurse will inform you of the policies and procedures, which will guide your care and treatment throughout your stay.

Mental Health Nursing (RMN)

Your Named Nurse will make every effort to develop a therapeutic relationship with you. They will foster and maintain purposeful engagement and will be based on assessment and identification of need. Your Named Nurse will inform you about the frequency and duration of purposeful engagement sessions.

Soon after admission your Named Nurse will explain to you your rights in relation to the Mental Health Order legislation used to compulsorily detain you. This will include guidance on how you can appeal against a decision with which you may disagree.

Your Named Nurse will co-ordinate the development and monitor the agreed collaborative care plan appropriate to your needs. Every effort will be made to involve you in your care.

Your Named Nurse will ensure the completion of a comprehensive assessment and care plan. This includes ensuring there is a written record of the care plan and of your and your carers involvement with its development. The care plan will be signed by you and your Named Nurse.

Your Named Nurse will be responsible for ensuring that your care is always of a high standard and that it is delivered to your satisfaction. The Named Nurse will help resolve your problems and to communicate your needs to people concerned with your care.

Health Care Support Workers (HCSW)

HCSW staff will actively support each patient to participate in their daily routine and programme of activities. These staff are part of the multi-disciplinary team and based on the ward, and facilitate groups off-ward in the activity centre.

Social Workers

Social Workers may be involved in your referral and assessment for Shannon Clinic. They will meet with you and your family or relatives prior to your admission to Shannon. Whilst in Shannon Clinic the Social Workers will be involved with your treatment, rehabilitation, discharge planning and after-care planning. Throughout your admission he/she will be available to discuss with you and your family or relatives your stay in Shannon and any concerns that you may have. The Social Worker will advise you of your rights in relation to the mental Health N.I. Order 1986 and your right of appeal to the Mental Health Review Tribunal. Social Workers will work closely with other services and agencies in relation to both your hospital and community needs. Your social worker can arrange a carers needs assessment to assist your relatives.

Clinical Psychologists

Clinical Psychologists are available to provide various forms of psychological assessment and treatment. They work as part of your Multi-Professional Care Team and will meet you regularly, and attend your case reviews, when they are involved in your care at Shannon Clinic. Clinical Psychologists work in many different ways to help you understand any difficulties you may be having, either now, or sometimes these difficulties are a result of your past experiences. The Psychologists at Shannon Clinic might work with you in individual therapy, or sometimes with other members of the Shannon Clinic staff team, in group therapies. The main aim of Psychologists is to help you to feel better about yourself and move forward in your journey through Shannon Clinic. Psychologists tend to spend a lot of time talking with you and listening to your problems. They will help you to understand your difficulties and how best to deal with them. Sometimes, the Psychology Department, like other Departments at Shannon Clinic, have trainee Psychologists working with them for shorter periods of time. These trainee Psychologists are also here to help guide you through any difficulties you may have, and they are always supervised by qualified Clinical Psychologists. While you are a patient at Shannon Clinic, you will always have a Named Psychologist, or a Named Trainee Psychologist, that you will get to know, and who you can contact through the staff who are based on your ward.

Occupational Therapists

Occupational Therapists (O.T.s) will be involved in your referral and assessment for admission to Shannon Clinic. During your time as an in patient

you will have a designated OT who will be involved in your ongoing assessment, treatment, rehabilitation and discharge planning.

Your OT will focus on how mental illness affects your ability to do everyday things you want and need to do to, help you to have as fulfilling and independent a life as possible, for example your self-care, leisure activities and work.

Your OT will work with you to identify difficulties you are experiencing, set goals and formulate plans for action to help you towards recovery.

An individual programme of therapeutic activities will be agreed between you and your OT that help build self-esteem and reduce stress, enhance skills and prepare you for discharge. Therapeutic activities will be tailored to your particular needs, preferences and capabilities and will be offered on an individual and group basis.

Patient's Advocate/ Carer's Advocate

The Patients and Carer's Advocacy Services provide an independent advice and information service to both patients and their carers in Shannon Clinic. These services are provided by MindWise and Cause respectively

Community Forensic Mental Health Teams

If your aftercare is to be provided by the Forensic Service it is likely that any care needs following discharge will be met from within the Community Forensic Teams within the area where you will be living on discharge.

Interpreting Service

If you require a professional interpreting service, the Nurse In Charge will arrange this for you.

When you want someone to talk to

On arrival you will have a Named Nurse. This nurse will facilitate your care, help you settle in and will be available to answer your questions. If you wish to contact your family, friends, or Chaplain, please ask your Named Nurse.

Physical Examination

On admission you will be requested to see the Doctor and complete a physical examination. A nurse will also be with you during this examination.

Medication

Whilst at Shannon Clinic, it may be necessary for you to take medication. Its purpose, effect and side effects will be discussed with you by your Doctor or Named Nurse.

Medication is dispensed by Nursing Staff at 8.30am, 12.30pm, 5.30pm and 9.30pm. You may be required to have medicine at one or all of these times.

Your Rights

Patients are normally detained under the Mental Health N.I. Order (1986). Nursing Staff will be happy to explain this to you as part of your admission process.

Further rights include:

- The right to be treated with dignity, courtesy and respect with attention to religious and cultural beliefs.
- The right to have your care co-ordinated by a Named Nurse.
- The right to have your care delivered based on assessment of need and to be consulted (as far as possible) when care is being planned.
- You will be shown your treatment plan weekly and asked to sign this. You may decline this opportunity.
- The right to have any complaint properly dealt with. Please see enclosed information on complaints/compliments.

If you have any concerns about your legal rights you can speak with the Patient's Advocate or any members of the Multidisciplinary Team.

Physical Health

During your stay at Shannon clinic your physical health care needs will be assessed by doctors at the clinic. All patients in Shannon Clinic have access to our GP service and we also have input from a dietician. Where appropriate you will be referred for specialist and other local treatments, for example; Physiotherapy, Dental Treatment, Chiropody and Ophthalmic Services.

Shannon Clinic Shop Facilities

You will need your own funds available for purchases. Staff may assist you with ordering and make your purchases for you. There are some limits on what can be purchased, discuss these with your Named Nurse.

1. Shop in Shannon opens for 1 hour
Monday to Friday



Healthy Meals

Healthy Meals are provided to the Clinic from the main kitchen, which also serves Knockbracken Healthcare Park.

<u>Meal Times</u>	<u>Mon – Fri</u>	<u>Sat – Sun</u>
Breakfast	8.30am – 9.30am	8.30am – 10.30am
Lunch	12.30 – 2.00pm	12.30 – 2.00pm
Dinner	5.00pm – 5.45pm	5.00pm – 5.45pm

There will be opportunity for communal meals and patients to make their own meals as part of the rehabilitation process.

Hospital Restaurant

Monday-Friday: 9.00am – 10.50am

12.00pm – 1.50pm

4.00pm – 4.50pm

Saturday-Sunday and Bank Holidays: 12.00pm – 1.50pm

3.45pm – 4.20pm

Patient Bedrooms

You will have your own bedroom with ensuite facilities. You are encouraged to personalise your bedrooms. Your bedroom can be locked from the inside for increased privacy and a key to lock your room from the outside is available in consultation with your Care Team.

- You are encouraged to keep your personal space clean and tidy
- Your bedroom is your private space. However the Clinic reserves the right to search individuals rooms if it is believed that the security and safety of the unit has been compromised
- You should not go into any other patients rooms
- Your visit is not to take place in your bedroom

Visiting

Prior to visiting Shannon Clinic your family and friend discussed with the Multidisciplinary Team at the Case Conference and placed on the Visitors List. As all visits are planned you will be required to give 24 Hour notice to the Nurse In Charge of the Ward. In some circumstances the Nurse In Charge may waive or shorten the period of notice required.



Visiting times are: -

- Visiting Times are Mon – Fri 6.00 pm – 8.00 pm
Weekend &
Bank Holidays 10.00 am – 12.00 midday
2.00pm – 5.00pm
6.00pm – 8pm

Visits can be facilitated outside the above times on an individual basis on request.

Child Visits

Requests for all child visits should be made through Shannon Clinic Social Work Team. The Social Worker will complete a detailed assessment of the suitability of the child visiting and will discuss the assessment with the Multi-disciplinary Team and with Children Services within your local area. A joint decision will be taken by the Consultant Psychiatrist, Multi-disciplinary Team and the Social Work Manager. Both the child's family and you will be informed of the decision.

The Clinic has a dedicated self-contained family visiting room monitored by CCTV. This facility makes possible more private family visiting arrangements. Children under the age of 18 will not be allowed on the wards. The Clinic provides an environment for visits by children in a contained family room within Shannon Clinic supervised by a Social Worker and Registered Nursing staff.

Searches

In order to maintain a safe and secure environment for everyone, searches will be carried out at certain times with your consent. This will involve routine searches and targeted searches.

- All areas of Shannon will be routinely searched
- You and your property will be subject to routine searches.
- On returning from unescorted leave you may be searched on a random basis.
- On returning from Absent Without Leave, you will be searched.

Personal Pat Down Search.

Pat down searches will be conducted in the privacy of your own room; a member of staff who is the same gender will always carry out pat down searches of female patients. Pat down searches of male patients, where possible will be carried out by a staff member of the same gender, but can be conducted by either male or female staff. Staff will ask for your permission if a cross gender search is required.

In all cases your consent will be sought before any search is commenced, however where consent is not obtained, your doctor and other members of the Multi-disciplinary Team will be advised. A decision may be taken to proceed with the search. If you are not happy with this decision, you may wish to speak to the Patient's Advocate.

What to bring with you

- Night Clothes
- Slippers, Dressing Gown
- Toiletries – soap, toothpaste, make-up (no mirrors allowed)
- Day clothes
- Books
- A small amount of cash.
- No alcoholic drinks are permitted on the ward
- No tobacco or lighting materials are allowed on the wards
- Patients need to be aware and will be advised by staff of the need to dress appropriately when in the unit.

If you have any questions regarding any other personal items you wish to bring to the Clinic, please ask a member of staff.

See **Appendix 3** for Property in Patient Bedrooms

Physical Exercise, Recreation and Leisure

The Clinic has a fully equipped gymnasium and a wide range of sporting and leisure equipment. You will be encouraged to participate in sporting, recreational and leisure activities in which you have an interest. Many activities can be provided within the Clinic and the grounds of the hospital. Facilities within the Community may also be used.

A patients book and video library is available.



Leave/Time Off Ward

Following consultation with your Clinical Team and in accordance with any legal requirements of the Department of Justice or Mental Health N.I. Order (1986) your Responsible Medical Officer may authorize periods of escorted and unescorted leave. This leave may be a necessary part of your treatment

and assist in your rehabilitation. Requests for periods of leave can be made to any member of the Clinical Team.

Making a telephone call

There is a telephone available on each ward. Mobile Phones are a restricted item in Shannon Clinic.

Mail

Mail in Mail sent to you will be forwarded to you through the hospital mail system. Your address while in hospital is:

Shannon Clinic
Knockbracken Healthcare Park
Saintfield Road BELFAST BT8 8BH

Personal Letters

These are purely the concern of the patient, however if there appears to be any untoward contents e.g. lumps, bulk or rigidity the letter will be opened in the presence of 2 members of staff.

Parcels

Definition: A parcel would be construed as an object bigger than normal written correspondence. Parcels will always be opened in the presence of 2 members of staff, and any banned/restricted items will be dealt with according to Shannon Clinic's policy.

Mail Out If you wish to write and send a letter. Staff will facilitate you with paper and envelopes. Stamps can be purchased in the Shop.

Shannon Clinic does not read or censor mail. However we reserve the right to withhold outgoing mail if the Clinic receives a written request to do so from the addressee.

Money

An ATM facility is available in Shannon Clinic. Patients with a current bank account can access this. Patients without a bank account will have access to the Trust Patients Bank. This will be explained to you by your Named Nurse.

Smoking

From March 9th 2016, the Trust will become completely non-smoking, within any hospital setting and on the grounds of any of the trust sites.

Assistance will be provided from staff and smoking cessation nurse, for those who need assistance in not smoking. Nicotine replacement therapy can be provided for extra help.

Personal Safety

Shannon Clinic aims to provide a safe and secure environment for all patients in Shannon Clinic.

If you are being bullied or feel threatened or intimidated in any way, please talk to any member of the Multidisciplinary Team or the Patient's Advocate.

Security – Restricted/Banned Items

In the interests of safety and security and for the welfare of patients and staff, some items are not to be brought on to the Clinic by visitors or patients, and some may have to be kept in a restricted storage cupboard for supervised access. (Appendix 1)

Religious and Spiritual Matters

The Clinic has the services of a Chaplain and other ministers who visit the Unit and will see anyone privately in the Clinic. They can be requested at any time along with representatives of the Catholic and Free Church through your Named Nurse. Contact with other religions can also be arranged. There is a multi faith room available for those who wish to avail of it.

Complaints

It is hoped that you will find your time at Shannon Clinic a positive experience. However we recognise that on occasion people may feel that they wish to make a complaint.

Many complaints can be dealt with at local level by the Nurse in Charge/Patient's Advocate, but if there is no local resolution the complaint will then be brought to the attention of the Facility Manager who will contact you within 3 working days. If unresolved the matter will be brought to the attention of the Chief Executive who will investigate the matter fully and will keep any patient and/or relative informed of progress or outcome in writing (Appendix 2).

The Regulation and Quality Improvement Authority (RQIA)

The Regulation and Quality Improvement Authority (RQIA) is a non departmental public body responsible for monitoring and inspecting the quality, safety and availability of Health and Social Care Services across Northern Ireland. It also has the responsibility of encouraging improvements in those services.

From the 1 April 2009 RQIA also assumed responsibility for a range of functions under the Mental Health N.I. Order 1986, these include making an inquiry into a case where it appears that there may be ill-treatment, deficiency in care or treatment, or improper detention in hospital or reception into guardianship of any patient, or where the property of any patient may, by reason of his mental disorder, be exposed to loss or damage.

The agreement for the transfer stressed the importance of applying a Human Rights Based approach and made reference to the principles agreed in the conclusion of the Bamford review of justice, benefit, least harm and autonomy.

In line with the duties under legislation and Human Rights approach RQIA developed a programme of patient experience reviews in 2009. RQIA have used the findings of the patient experience reviews in 2009 and 2010 to aid the development of this inspection methodology.

RQIA with the support of a range of experts, has taken the current legal obligations recognised by DHSSPS, such as the Mental Health N.I. Order 1986 and the Patient Client Standards (DHSSPS, 2008) to create a range of expectation statements in the areas of:

- fairness
- respect
- autonomy
- dignity
- equality
- protection

Help Us to Help You

If there is any information that you think is missing, and would be useful to include in this Handbook, please suggest it to a member of Staff.

Bus Service

The hospital is well serviced by public transport. Leaving from Glengall Street Bus Station you get a bus for Carryduff, Newcastle, Ballynahinch or Downpatrick.

Useful Addresses

The Law Society of Northern Ireland
Legal Aid Department
Floor 3
Bedford House
16-22 Bedford Street
BELFAST
BT2 7FL

Telephone 028 90 246441

Citizen's Advice Bureau
6 Callendar Street
BELFAST Telephone 028 90 240900

Action Mental Health
Knockbracken Healthcare Park
Saintfield Road
BELFAST
BT8 8BH Telephone: 028 90 403726

Mental Health Review Tribunal N.I.
3rd Floor, Bedford House
16-22 Bedford Street
BELFAST
BT2 7FD Telephone: 028 90 724843

The Regulation & Quality Improvement Authority (RQIA)
Riverside Tower
5 Lanyon Place
Belfast
BT 1 3BT Telephone: 028 90 517530

Northern Ireland Association for Mental Health
80 University Street
BELFAST
BT7 1HE Telephone: 028 90 328474

MindWise
Wyndhurst
Knockbracken Healthcare Park
Saintfield Road
BELFAST
BT8 8BH Telephone: 028 90 402323
(National Helpline: 0845 4560455)

PRAXIS
29 Lisburn Road
BELFAST
BT9 7AD Telephone: 028 90 234555

CAUSE (Carer's Support)
Lesley Office Park
393 Hollywood Road
BELFAST
BT4 2LS Telephone: 028 90 238284
(Helpline: 0845 6030291)

NEXUS Institute Northern Ireland (For Survivor's of Sexual Abuse)
119 University Street
BELFAST
BT7 1HP Telephone: 028 90 326803

Aware Defeat Depression
66 Donegal Street
BELFAST
BT1 2GT Telephone: 028 90 321734

Working in Partnership



Belfast Health and
Social Care Trust

POLICE SERVICE of NORTHERN IRELAND
Personal, Professional, Protective Policing

Say “No” to Substance Misuse on the Ward!

Possession or supply of Illicit (Illegal) Substances

Any person found in possession, using or supplying illicit substances on the ward will be reported to the police and the substance will be confiscated and destroyed. Visitors found in possession or supplying illicit substances whilst on Trust premises will be reported to the police and their visiting rights will be reviewed. Prosecution will also be considered.

Alcohol and Medication Not Prescribed On the Ward

It is against BHSCT policy to use these substances and they will be confiscated. With your consent the substances will either, be destroyed, kept in a locked cupboard by staff to be given to you on discharge or to your Carer/family or friend of an appropriate age to take off the premises.

“Legal Highs”

It is against BHSCT policy to use other substances often referred to as “legal highs” which have the potential for significant adverse effects and can result in death.

If you have drug or alcohol problems ask ward staff to assess you and advise you on the treatment options available. You will not be reported to the police for asking for help.

Thank you for helping us to maintain a safe environment for our Patients, Visitors and Staff.

Appendix 1

Items are only placed on the Banned/ restricted items list if they are seen as representing a safety or security risk to staff or patients in Shannon. The items are on the information board on view in reception and reproduced below for your convenience.

In general terms though the following types of items would be considered a risk:

- Any item that may cause or be adapted to cause injury e.g. metal items, sharp items, glass, umbrellas.
- Any item that could assist in an escape e.g. maps, sat navs, rope, blue tac, chewing gum.
- Any substances that may be abused e.g. drugs, alcohol.
- Items assisting in accessing funds e.g. cash cards, bank books.
- Items supporting an identity e.g. passport, driving licence, ID cards.
- Any item that may be used to trade.
- Any item assisting unauthorised communication e.g. mobile phones, any item containing a SIM card, pagers.
- Any item that can take a photograph e.g. cameras, phones, iPods, handheld games.
- Electrical items that can connect to the internet via a wireless connection or have Bluetooth facility e.g. computers, smart phones, computer games.
- Any illegal items.
- Pornography.
- Electronic devices capable of recording or recorded media e.g. dictaphones, tape recorders, DVDs, CDs, memory sticks.

(Contd. Overleaf)

Banned Items

The Following items **MAY NOT** be brought into the Building



Alcohol
(Including alcohol based mouthwashes)



**Illicit Drugs/
Substances**



Weapons
(Real, Replica or Imitation)



**Metal Coat
Hangers**



Matches



**Inflammable
Liquids**



Metal Combs



Party Poppers



Rope/ String



Protein Shake



E- Cigarettes



Laser Pens

Any Material that incites Violence or Racial / Cultural / Religious or Gender Hatred.

Banned Items

The Following items **MAY NOT** be brought into the Building



Lighters



Tobacco/ Cigarettes

Restricted Items

The following Items may be brought into the building subject to individual risk assessment.



Aerosols



Batteries



Medications



Belts



Cans



Chewing Gum



Glass Objects



Glue



Jewellery



Cotton Buds



**Scissors/razors/
metal nail
files/nail
clippers/tweezers**



**Sharp
instruments
(Including
Cutlery /
Sewings)**



**Photographic
Equipment**



Mobile Phones



Plastic Bags



Adhesive Tape

Restricted Items

The following Items may be brought into the building subject to individual risk assessment.



**Perishable
Foods/ Unsealed
Food items**



**Stringed
Instruments**



**Tools/ Power
Tools**



**Aftershave/
Perfumes**



**Pornographic
Materials**



CDs / Dvds



Animals



**Flowers/
Plants**



Lighters



Any devices with the following capabilities
1. Internet access, 3G, Wi-Fi or Bluetooth
2. Video and/or Still camera function or voice recording capability
(including but not limited to Ipad, Kindle Blackberry etc.)

Appendix 2

COMPLAINTS PROCEDURE

We aim to provide high quality services. However, if you have a complaint about any of our services, tell us about it. If our performance is not up to standard or if you are unhappy, we need to know so that we can learn and improve the quality of services we provide. We will take your complaint seriously and treat it in confidence.

Making a complaint does not affect your rights and will not result in the loss of any service you have been assessed as needing.

WHO CAN COMPLAIN?

Anyone who uses any of our services can complain. You can also complain on someone else's behalf, although you will generally need their consent.

HOW TO COMPLAIN?

You can make your complaint in the way that best suits you. This can be face to face, on the telephone, in a letter or by email. You should try to provide us with details of:

- how to contact you;
- who or what you are complaining about;
- where and when the event that caused your complaint happened; and
- where possible, what action you would like us to take.

You should try to complain as soon as possible, usually within six months of you becoming aware that you have a cause for complaint and normally no longer than 12 months after the event.

If you are unhappy with something, you can speak to any of the staff who are dealing with your treatment or care and they will try to resolve your concerns straight away. If they can't, they will tell you what to do next.

We also have a Complaints Department who can help you. You can contact them at:

Complaints Department
6th Floor, McKinney House,
Musgrave Park Hospital
Belfast
BT9 7JB

Tel: 023 90630223

Email: complaints@belfasttrust.hscni.net

HELP WITH MAKING A COMPLAINT

Our Complaints Manager can provide you with more information on how to make a complaint.

Alternatively, the Patient and Client Council can provide free and confidential advice, information and help to make a complaint. This might include help with writing letters, making telephone calls, and supporting you at any meetings you might need to attend. You can get more information on the services provided by the Patient and Client Council at www.patientclientcouncil.hscni.net or by phoning freephone 0800 917 0222.

Specialist advocacy services may also be available to help you through the process of complaining. Our Complaints Manager or the Patient and Client Council will be able to provide you with further details of this support.

WHAT WILL HAPPEN NEXT?

Your complaint will be acknowledged within 2 working days of receipt. We will aim to respond to your complaint in full within 20 working days. Some complaints take longer to resolve than others. We will tell you if it becomes clear that we can't respond within these timescales, and we will explain why.

SHANNON CLINIC

LIST OF PROPERTY PATIENTS ARE/ARE NOT ALLOWED TO KEEP IN THEIR ROOMS

<u>Electrical</u> 1 x TV +Freeview – Maximum size- 30inch 1x DVD player (not recordable) 1x Walkman/MP3- No recording functions 1x Games console (no wi-fi connections) 1x small stereo or radio	<u>Toiletries</u> 1x toothbrush 1x toothpaste 1 x shower gel 1 x soap 1 x shampoo 1x conditioner 1 x hair product 1 x moisturiser 1 x comb/ brush
<u>Clothing</u> Maximum of 5 x footwear Everything else to fit comfortably into wardrobe and drawer space.	<u>Food</u> 3 x bottles of drink (consideration given to restricted /banned items) 6 packets of dried foods eg. Crisps
<u>Other</u> Up to 25 items in total, to include; Books Magazines Newspapers DVDs CDs	<u>Not allowed:</u> No carrier bags No glass products No musical instruments No large boxes Perishable food stuff. Mats. Personal bed linen that doesn't meet Trust fire regulations.



Belfast Trust is now **SMOKE FREE.**

Smoking or using e-cigarettes is not acceptable anywhere on Belfast Trust sites including buildings, grounds, vehicles or car parks.

